



**CABINET FOR HEALTH AND FAMILY SERVICES
KENTUCKY COMMISSION ON COMMUNITY VOLUNTEERISM AND SERVICE**

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Request for Proposals
AmeriCorps State Formula Grant Applications
Federal Fiscal Year 2018



Release Date: March 8, 2018
Application Due Date: April 30, 2018

OVERVIEW

State Entity:	Kentucky Commission on Community Volunteerism and Service
Federal Agency:	Corporation for National and Community Service
Federal Funding Opportunity:	2018 AmeriCorps State Grants (Formula)
Announcement Type:	Request for Proposals
CFDA Number:	94.006

Kentucky Commission on Community Volunteerism and Service

The Kentucky Commission on Community Volunteerism and Service (KCCVS) advances national service, volunteerism and civic engagement to improve lives; expands opportunity to meet the local critical needs of residents of Kentucky; and strengthens community capacity while creating healthy and resilient communities.

KCCVS exists to fulfill a federal mandate requiring states to establish a service commission in order to receive funding through the Corporation for National and Community Service (CNCS). The Commission is a statewide, bipartisan group comprised of up to 25 members, appointed by the governor, with diverse service and volunteerism backgrounds. The KCCVS was created in 1994 to serve as a conduit for federal funds that support AmeriCorps programs in the commonwealth, encourage and recognize volunteerism and assist in service program development. The KCCVS funding is provided by the CNCS and the Kentucky General Assembly. The Cabinet for Health and Family Services is the parent agency for the Commission, providing administrative support and oversight. KCCVS's legal authority to award AmeriCorps subgrants is found in the Kentucky Revised Statutes (KRS 194A.578).

Corporation for National and Community Service

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Purpose of AmeriCorps Program Funding

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

AmeriCorps Planning Grants

The purpose of planning grants is to support the **development** of AmeriCorps programs that will engage AmeriCorps members **in evidence-based interventions to solve community problems** in future years. Planning grant recipients are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle (2019-20).

Unlike AmeriCorps Program Grants, Planning Grants do not support AmeriCorps member positions. Instead, Planning Grants provide funding that allows organizations to hire/designate a staff person who is responsible for working with KCCVS staff and outside consultants to develop a high-quality AmeriCorps program that is designed to meet a community need. In addition to providing funding for a staff position, planning grants may also be utilized to fund some additional operation expenses such as travel, training, and consultation fees. Grantees are required to provide a 24% match to assist with administering the grant, which can be in the form of cash or in-kind contributions. KCCVS may request that new applicants apply for a planning grant instead of a traditional cost reimbursement grant.

APPLICATION INSTRUCTIONS

General Information

Applicants are required to complete applications for funding in accordance with the [2018 AmeriCorps State Notice of Funding Opportunity \(NOFO\)](#), [Mandatory Supplemental Guidance \(MSG\)](#) and [2018 AmeriCorps Application Instructions](#). These and other resources are located on the [KCCVS website](#).

Note: Please keep in mind, the dates referenced in the NOFO materials are for National Directs (programs operating in multiple states) and State Commissions submitting competitive applications. At no time during the Formula application process should single state applicants contact CNCS.

Application Deadline and Checklists

All application materials and supplemental documents must be completed and submitted to by 5 p.m. (EST) on **Monday, April 30, 2018**.

Continuation and recomplete applicants may submit through eGrants. Due to potential technical challenges in the CNCS web-based grants management system, [eGrants](#), KCCVS is requesting **new applicants** submit documents through email. New applicants invited to the clarification and revision period will eventually be asked to transfer information into eGrants. New application templates are located on the [KCCVS website](#).

New Applicant Checklist – Submit via email to AmeriCorps@ky.gov

<input type="checkbox"/>	New Application Form (Planning Grant Application also available)
<input type="checkbox"/>	Logic Model Template
<input type="checkbox"/>	New Performance Measure Template
<input type="checkbox"/>	Either the Cost-Reimbursement Budget Worksheet <u>or</u> the Fixed Amount Budget Worksheet
<input type="checkbox"/>	Organization Readiness Assessment
<input type="checkbox"/>	Read (but do not submit) Assurances/Certifications

Recomplete Applicant Checklist – Submit via eGrants

<input type="checkbox"/>	Recomplete Application in eGrants: <ul style="list-style-type: none">• Narratives• Logic Model• Performance Measures• Budget
<input type="checkbox"/>	Evaluation Plan or Report (via email)
<input type="checkbox"/>	Learning Memo, if required (via email)
<input type="checkbox"/>	Review Assurances/Certifications

Continuation Applicant Checklist – Submit via eGrants

<input type="checkbox"/>	Continuation Application in eGrants <ul style="list-style-type: none">• Answer questions in Continuation Changes narrative field, if required• Logic Model, if required (requesting changes to originally-submitted document)• Update Performance Measures, if required• Update budget, if required
<input type="checkbox"/>	Review Assurances/Certifications

Note: DO NOT send supplemental documents directly to the CNCS inbox referenced in the NOFO; the inbox in the NOFO is for State Commission use only.

Important Dates

Note: Formula-funded programs operate September 1, 2018-August 31, 2019.

Kentucky Formula Request for Proposals (RFP) Opens	March 8, 2018
Intent to Apply (all applicants)	March 30, 2018
Completed Applications Due	April 30, 2018 by 5 p.m. EST
Notification to Applicants	By June 6, 2018
Clarification and Revision Period for Selected Applicants	June 6-18, 2018
Revised Formula Applications due in eGrants by 5 p.m.	June 18, 2018
CNCS Notification of Award Selection Approval	July 31, 2018

Kentucky Formula Requirements

All applicants must meet the eligibility requirements outlined in the [NOFO](#). After a 3-year formula grant cycle, applicants interested in recompeting may be required to submit a competitive application.

- New applicants
- Continuation formula applicants
- Competitive applicants, if submitting for a new program model/design **or** were unsuccessful in the national competition

Member Positions

One Member Service Year (MSY) is equivalent to one 1,700 hour full-time AmeriCorps position.

- New or entry-level grant applications are encouraged to request the equivalent of 10 full-time members (10 MSYs).
- Based on formula allocations from CNCS, applications may require revisions, such as the number of member slots or MSYs, budget or performance measure changes.

Funding Priorities

Special consideration may be given to proposals targeting Kentucky's identified expansion priorities:

- Focus Areas: Veterans and Military Families, Healthy Futures, Environmental Stewardship
- Funding Priorities: Healthy Futures - Reducing and/or Preventing Prescription Drug and Opioid Abuse
- Geography: programs proposing to serve geographic regions within Kentucky that are underserved by current funded programs, such as Western Kentucky (see [program map](#)).

Budget

In addition to the requirements in the [AmeriCorps Instructions](#), Kentucky applicants must also budget for:

- Travel costs (lodging, meals, mileage, etc.) for members and staff to attend the "Launch," an annual training event including a swearing-in ceremony, to mark the kick-off the AmeriCorps service year (typically a two-day event held in Central Kentucky during late September or October).
- Travel costs for staff to attend KCCVS-sponsored training/technical assistance meetings, such as quarterly program director meetings (typically held in Frankfort).
- For programs with 20 or less members, you must budget for 100% usage of a full-time program director, or the equivalent of 100% split between no more than two individuals, such as a program director and member coordinator. For programs with more than 20 members, you must budget for one full-time program director and full- or part-time member coordinator.
- Up to 2% of administrative/indirect costs for KCCVS (cost reimbursement applications only – see budget instructions for details).
- CNCS-compliant member management and reporting system, such as America Learns' AmeriCorps Impact Suite or OnCorps Reports.
- The cost of conducting National Service Criminal History Checks (NSCHC). An allowable expense under the award, NSCHC is a screening procedure established by law to protect the beneficiaries of national service.

Technical Assistance Opportunities

Applicants are encouraged to participate in online technical assistance sessions via [Adobe Connect](#) to review application instructions and as an opportunity for applicants to ask questions about the process. To receive webinars invitations, complete the online intent to apply form or email AmeriCorps@ky.gov.

One-on-one technical assistance phone calls/meetings will be available during **April 2-12, 2018**. To schedule a time, go to <https://kentuckyamericorps.youcanbook.me/>.

Award Information

Award Types

1. **Cost Reimbursement:** This type of grant funds a portion of the project's operating costs and includes a 24% minimum matching requirement. Grantees will be reimbursed in monthly increments for actual costs incurred for expenses outlined in the project's approved grant budget. KCCVS will not award any up-front funding; therefore, applicants must be certain that their organization have resources available to cover expenses incurred before reimbursement payments can be issued.
2. **Fixed Amount Grants:** These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining costs. For more information, refer to the [Mandatory Supplemental Guidance \(MSG\)](#).
 - Full-Time Fixed amount grants
 - Education Award Grants (EAP) Fixed amount grant

Award Notice

KCCVS will award grants following the grant selection announcement. We anticipate announcing the results of this competition by June 6, dependent on the availability of funds. Grantees may not begin charging expenses to the AmeriCorps grant until a signed MOA and Grant Award are in place. The Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

Reallocation of Funding

CNCS and KCCVS reserves the right to reallocate funding in the event of disaster or other compelling need for service.

GRANT REVIEW AND SELECTION PROCESS

Application Review Information

KCCVS staff will review all applications to determine compliance with eligibility, deadline, and completeness requirements. In order to be compliant and advance to further review, an applicant must submit the application and all required documents by April 30, 2018.

If an application meets compliance standards, KCCVS staff will also assess each applicant's Rationale and Approach (Program Design), Organizational Capability, and Cost Effectiveness/Budget Accuracy. Following the staff review, some applicants may receive requests to provide clarifying information and/or make changes to their application, including the budget. This information is used by the KCCVS staff in making recommendations to the Commission's Program Committee.

A request for clarification does not guarantee a grant award. Failure to respond to requests for additional information in a timely fashion may result in the removal of the application from consideration. New applicants that are recommended for funding will be required to work with KCCVS staff in order to finalize grant material and enter information into the federal eGrants system by 5 p.m. on June 18, 2018.

Grant Review Panel and Program Committee

Applications will be reviewed by a grant review panel and the Program Committee. The panel is comprised of current and former commissioners, individuals familiar with CNCS National Service programs, and volunteers with federal grant experience. The Program Committee is comprised of KCCVS commissioners who have volunteered to be a part of the process.

All grant reviewers are required to each sign forms certifying (1) that they have no real or perceived conflicts of interest, and (2) that they will not disclose any confidential information about the programs until after the grant review process is completed.

Assessment Criteria

The grant review panel will assess each of the applications based solely on how well the applicant answers the questions and follows the directions included in the NOFO and Application Instructions. For more information, refer to the grant review tools posted on our website.

Criteria includes, but is not limited to:

1. The extent/severity of the community need that the applicant is proposing to address.
2. The feasibility of whether or not AmeriCorps members could be an effective tool for addressing the community need.
3. Organizational Capacity: The applicant's capacity to administer both the programmatic and fiscal components of the grant.
4. The ability of the applicant to secure match to support a full AmeriCorps program.
5. Cost Effectiveness and Budget Accuracy.

In addition to the feedback provided by the grant review panel, the Program Committee may take other factors into consideration, including governor-identified priorities, state and local needs, focus areas, funding priorities, geography and target populations.

Questions

KCCVS is committed to a fair and open competition. Please submit questions about this funding opportunity to AmeriCorps@ky.gov.